



**STATE OF MISSOURI  
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
REQUEST FOR GRANT AWARD**

**RFGA: Family and Consumer Sciences Education Grant Award**

**ID Code: 60.420FACS/04**

**ISSUE DATE: December 9, 2002**

**CONTACT PERSON: Sandy Murray**

**PHONE NUMBER: 573-751-3500**

**RETURN RFGA NO LATER THAN: 4:00 P.M. March 31, 2003**

**SPECIFIC MAILING INSTRUCTIONS:** Print or type RFGA Number and Return Due Date on the lower left hand corner of the envelope or package.

**RETURN PROPOSAL TO:**

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
Division of Vocational and Adult Education  
Sandy Murray, Vocational-Technical Education Section  
205 Jefferson Street, 5<sup>th</sup> Floor, PO Box 480  
JEFFERSON CITY MO 65102-0480**

**GRANT PERIOD: July 1, 2003 thru May 14, 2004**

**SIGNATURE REQUIRED**

CHIEF FINANCIAL OFFICER SIGNATURE		DATE
PRINTED NAME		TITLE
SCHOOL NAME		COUNTY/DISTRICT CODE
SCHOOL MAILING ADDRESS		
SCHOOL PHONE NO.	SCHOOL FAX NO.	E-MAIL ADDRESS
PROJECT DIRECTOR'S NAME		TITLE
ADDRESS	SCHOOL PHONE NO.	E-MAIL ADDRESS

PLEASE LIST NAMES AND POSITION OF ALL PERSONNEL INVOLVED IN THE PROJECT WHO WOULD BE SUPPORTED BY AWARDED GRANT FUNDS.

NAME	POSITION
NAME	POSITION
NAME	POSITION
NAME	POSITION
NAME	POSITION

AMOUNT OF STATE FUNDS REQUESTED
TOTAL GRANT AMOUNT

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
Division of Vocational and Adult Education  
P.O. Box 480, Jefferson City, Missouri 65102-0480

## Request for Grant Award

<b>RFGA:</b>	Family and Consumer Sciences Education Grant Award
<b>ID CODE:</b>	60.420FACS/04
<b>ELIGIBLE ENTITIES:</b>	Missouri public school districts currently operating a Department-approved vocational family and consumer sciences education program for grades 9-12.
<b>GOAL:</b>	To encourage exemplary and innovative projects designed to improve and expand instruction in family and consumer sciences education and prepare students for family life, work, and careers in family and consumer sciences.
<b>RATIONALE:</b>	Family and consumer sciences education programs have as their focus balancing work and family through teaching basic life skills including academics which enable young people and adults to function as healthy individuals, strong family members, and contributing members of the workforce and society. An individual who is able to effectively balance home responsibilities with work will be better prepared for employment. Therefore, the Department has established this grant award program to provide funds to assist approved family and consumer sciences education programs in meeting this goal.
<b>APPLICATION GUIDELINES:</b>	<p>The Family and Consumer Sciences Education Grant Award provides funding for improving Department-approved vocational family and consumer sciences education programs, as defined in Section 2 of the <i>Implementation Handbook for Family and Consumer Sciences, 2001</i> either within an individual school building or an entire district. School districts may submit requests for consideration of grant awards in either category annually; however, grant awards are limited to one (1) award per school district within a fiscal year.</p> <p>Grants may be submitted addressing a need(s) in one or more of the following grant emphasis areas:</p> <ol style="list-style-type: none"><li>1) Meeting/implementing the components of a Department of Elementary and Secondary Education approved vocational Family and Consumer Sciences program delineated in the <i>Implementation Handbook for Family and Consumer Sciences, 2001</i>.</li><li>2) Implementing Critical Science practical problem solving into the core program.</li><li>3) Family, Career and Community Leaders of America (FCCLA).</li><li>4) Program recruitment/marketing/public relations.</li></ol>

Grant requests shall include a description of how this would be accomplished within the project. School districts must select one (1) family and consumer sciences education teacher as a project director. The project director will be responsible for coordinating the development of the project and disseminating information to other project participants, if applicable. Grant funds may be used to match local expenditures relating to the improvement and expansion of Department-approved family and consumer sciences education programs in the following categories:

1. **Curriculum Development/Modification (100% reimbursement).** Grant funds may be expended to develop, modify, or purchase curriculum. These expenditures are limited to curriculum activities that are performed above and beyond the school-day assignment, and must be justified in the request and final evaluation report in a line-item based report (hours spent, activities/items developed/modified, etc.). Curriculum development/modification activities may include, but are not limited to the following:
  - The integration of critical thinking and critical science skills into the family and consumer sciences education curriculum, including the core courses as delineated in Section 2 of the *Implementation Handbook for Family and Consumer Sciences, 2001*.
  - Curriculum development/modifications activities to meet MSIP Process Standard 7.3 of Cycle 3. This requires, among other things, specific, measurable learner objectives for each course at each grade level and that those objectives must be aligned to the districts goals for graduates and Missouri's Show-Standards. In addition, vocationally approved Family and Consumer Sciences programs should be aligned to the National Family and Consumer Sciences Standards and to the content competencies defined in the *Implementation Handbook for Family and Consumer Sciences, 2001*. Districts are required to provide instructional activities and specific assessments (including performance-based assessments) for the majority of the learner objectives.
  - The development and/or purchase of instructional materials for innovative and exemplary projects. Examples of purchases in this category may include: 1.) curriculum to be adapted to the district's family and consumer sciences education program; 2.) FCCLA publications; 3.) resource and reference materials; 4.) curriculum consultant fees; 5.) travel for teacher in-service regarding curricular and co-curricular activities; 6.) substitute teacher pay for curriculum in-service absences; and 7.) marketing materials to include printing, duplication of brochures, etc., related to family and consumer sciences education.
2. **Program Improvement through the Purchase of Instructional Equipment (100% reimbursement).** Grant funds may be expended for the purchase of equipment used within the educational setting and is related to the grant project to improve or enhance instruction that is consistent with the vision and mission of Family and Consumer Sciences Education.

3. **Professional Development (50/50% match reimbursement).** Grant funds may be expended for the costs associated with inservice and professional development for certificated teachers of Family and Consumer Sciences Education. These expenditures are limited to teachers participating in the approved project. Reimbursement to participating teachers for conference or workshop attendance are subject to the following:
  - a. Reimbursement of travel and attendance costs will adhere to local district policies. Matching funds may be available from the local districts Professional Development Committee (PDC) and Carl D. Perkins Vocational and Technical Education Act of 1998.
  - b. Mileage reimbursement will be limited to a maximum of 33.5 cents per mile. Approvable expenditures include expenses (meals, lodging, travel, and meeting registration fees) for workshops and conferences related to the project or Family and Consumer Sciences Education.
4. **Purchased Services (100% reimbursement).** Items purchased in this category may include the services of professional speakers and consultants. Equipment service contracts/agreements are not allowable expenditures.

**WRITING:  
GUIDELINES:**

The request should reflect the specific needs of the district/school for the enhancement of family and consumer sciences education. The complete request should be concise and be no more than 10, 8½" X 11" pages in length. (including attachments)

**To be reviewed, RFGA's must contain the following in the sequence as listed. Incomplete RFGA's will be considered non responsive.**

1. Listing of vocational family and consumer sciences education advisory members and the information regarding the respective population each represents.
2. An **INTRODUCTORY NARRATIVE** providing the overall goal(s) and rationale for conducting the project. **(35 points)** This narrative should at least provide an explanation of:
  - a. How the project will support the mission of family and consumer sciences education; (see the *Implementation Handbook for Family and Consumer Sciences, 2001*).
  - b. How the project will assist the district in meeting a need in one or more of the emphasis areas.
  - c. How the results of the annual evaluation of the family and consumer sciences education program impacted on the application for grant funding.
  - d. How the advisory committee was involved in the planning of the project.
3. A listing of the **PROJECT GOAL(S) and MEASURABLE OBJECTIVES AND ASSESSMENTS. (30 points)** Provide one-page listing project goal(s) supported by the specific measurable objectives for the project and student achievement (if applicable). Provide a description of the assessment methods for measuring these objectives.

4. A **PLANNED ACTIVITIES** section linking the goal(s) and objectives with specific planned activities necessary to accomplish the project. **(30 points)** Limited to two pages.
5. An **ITEMIZED BUDGET** on an "Application for Authorization of Vocational Education Expenditures," form (FV-4), signed by the chief administrator of the district. Items of \$25 or less, textbooks, furniture or consumable supplies are not allowable grant expenditures. Each equipment item purchased must have a unit price of \$200 or more per item and are subject to prior purchase approval by the Department. **(5 points)** Please submit two (2) copies per instructions for the FV-4 form. FV-4 and FV-2 forms are available through the Department's home page at **<http://www.dese.state.mo.us/divvoted/forms.html>**
6. An **ASSURANCES** page listing the necessary assurances within this request, which is signed by the chief administrator of the school district (blank form included with this RFGA).

**AMOUNT:**

A maximum amount of \$7,000 of grant funds has been established for each approved grant request. Funds awarded in this grant will be used to supplement and not supplant local funds for family and consumer sciences programs, services, and activities.

**DUE DATE:**

Requests must be received no later than **4:00 p.m. on March 31, 2003**. Failure to meet this date by the district will result in the request not being considered for funding.

**DELIVERABLES:** Grant recipients must forward the following to the Department of Elementary and Secondary Education on or before the dates indicated:

1. **December 1, 2003:** A mid-year progress report which provides a description of the current status toward accomplishing the goal, objectives, and activities specified in the approved grant request.
2. **May 14, 2004:**
  - a. A final report which provides a description of the entire project accomplishments relating to the project goal, objectives, and activities specified in the approved grant request.
  - b. A final reimbursement claim on a "Reimbursement Request for Approved Vocational Education Expenditures" form (FV-2), accompanied by 1) outside vendor invoices, check numbers, and itemized equipment lists used for inventorying, and 2) copies of canceled checks if used to reimburse teachers for curriculum development/modification.
  - c. Documentation confirming the presentation of information regarding teaching family and consumer sciences education as a profession.

**GRANT PERIOD:** July 1, 2003, through May 14, 2004

<b>PERTINENT PROJECT</b>	<b>March 31, 2003</b>	Due date for submitting project requests.
<b>DATES For FY 2003:</b>	<b>December 1, 2003</b>	Mid-year Progress Report due.
	<b>May 14, 2004</b>	Reimbursement claims (FV-2 forms) and Final Evaluation Report due.
	<b>July 20-22, 2004</b>	Department of Elementary and Secondary Education's Summer Inservice for Family and Consumer Sciences Education.

**DELIVER:** **TWO (2)** complete copies of the request with signed copies of the FV-4 to:

Sandy Murray  
Vocational-Technical Education  
Department of Elementary and Secondary Education  
Division of Vocational and Adult Education  
P.O. Box 480  
Jefferson City, Missouri 65102-0480  
(PHONE) 573.751.3500 (FAX) 573.526.4261

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
Division of Vocational and Adult Education  
P.O. Box 480  
Jefferson City, Missouri 65102-0480

**Application for  
Vocational Family and Consumer Sciences Education Grant Award  
Program**

\_\_\_\_\_  
County District Code

\_\_\_\_\_  
School District Name

Project Director \_\_\_\_\_

Address and  
Phone Number \_\_\_\_\_  
\_\_\_\_\_

The applicant assures that if funds are made available through the Vocational Family and Consumer Sciences Education Grant Award Program it will:

1. Provide fiscal control, property management control, and fund accounting procedures;
2. Expend funds from local sources in an amount equal to or greater than fifty percent (50%) of the approved grant amount for professional development as described in the approved grant request;
3. Comply with all reporting requirements of the Department relating to this grant award program;
4. Ensure the project director or a representative will make a presentation for the Department of Elementary and Secondary Education at the Family and Consumer Sciences summer inservice which is co-sponsored with the Missouri Association of Career and Technical Education and the Missouri Educators of Family and Consumer Sciences in July, 2004.
5. Make available to its students information regarding family and consumer sciences teaching as a profession by coordinating with a Missouri family and consumer sciences teacher education program; and,
6. Forward to the department all deliverables relating to this grant award program prior to or simultaneously with a final request for full reimbursement of awarded grant funds.

*\*Reimbursement claims, supported by 1) outside vendor invoices, check numbers, and itemized equipment lists used for inventorying, and 2) copies of canceled checks if used to reimburse teachers for curriculum development/modification may be submitted as soon as all related costs are paid.*

The applicant requests that the following amount of state grant funds be made available from the Department to implement the programs and/or activities described in the attached grant request: \$ \_\_\_\_\_

By submitting this application, the applicant assures a commitment to implement the improvements described in the attached grant request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Administrator